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From: Didona, Gary J
Sent: Wednesday, November 11, 1998 7:10 PM
To: Fontanez, Jose R.
Cc: Chen, Edith W; Petrosino, Margaret
Subject: 1999 Supplier Diversity Development Process Goals

Jose -

Please submit your department's 1999 Supplier Diversity Development Process (SDDP) goals to my attention no later than **Wednesday, November 18**. Separate goals for minority-owned and women-owned firms are required.

Your goals will be consolidated with the rest of Marketing's goals and presented to Steve Piskor and Bob Mikulay for approval.

Marketing's goals will then be further consolidated with the rest of NYO's and Richmond's figures to determine PM USA's total operating company goals, which will be reviewed by the Senior Team.

Enclosed for reference purposes is the Supplier Diversity Development (SDD) Report - September 1998.

Please provide your department's goals in the following format:

1999 O.B. Eligible Minority Owned
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Women

Owned

<u>Department</u>	<u>Base (\$000)</u>	<u>Goal (\$000)</u>	<u>Minority Owned %</u>	<u>Goal</u>
<u>(\$000)</u>	<u>Women Owned %</u>			

Also enclosed is information regarding our Three Year Supplier Diversity Strategic Plan. This enclosure was designed to facilitate the development of new opportunities to expand PM USA's SDDP expenditures over a long term period. Strategies are to be submitted to my attention no later than **Tuesday, January 12, 1999**.

Please do not hesitate to contact me on x3-2832 if there are any questions or comments concerning this matter. Your assistance in compiling this information is greatly appreciated.

Gary

<<File: Expenditures.DOC>><<File: 98 SDD Dept.XLS>><<File: 98 SDD YTD Spending.XLS>>

<<File: StratPln.doc>>